

# **REQUEST FOR PROPOSALS**

## **Family Violence & Prevention Services Act (FVPSA)**



### **Alabama Department of Economic and Community Affairs**

#### **Law Enforcement and Traffic Safety Division**

<b>Issue Date:</b>	<b>June 16, 2017</b>
<b>Proposal Due Date:</b>	<b>July 28, 2017</b>

## **Family Violence Prevention and Services Act**

The Alabama Department of Economic and Community Affairs (ADECA), Law Enforcement and Traffic Safety (LETS) Division is seeking applicants who are capable of preventing the following; incidents of family, domestic, and/or dating violence to adult, youth, and dependent victims by providing immediate shelter and supportive services in an effort to prevent future incidents.

### **Proposals:**

Each proposal submitted must contain **one (1) original and one (1) copy**.

### **Submission Information:**

All proposals **must** be received **no later than 3:00 P.M. on July 6, 2017** at:

#### **By Mail:**

ADECA - LETS Division  
P.O. Box 5690  
Montgomery, AL 36103-5690

#### **By Courier:**

ADECA – LETS Division  
Mailroom 404  
401 Adams Avenue  
Montgomery, AL 36104

### **Late Proposals:**

Proposals submitted after the due date will not be considered. Any items arriving to our office separate of the original application submission will not be added to the proposal. The Law Enforcement and Traffic Safety Division reserves the right to reject any incomplete proposals without review.

### **Questions:**

Questions pertaining to this Request for Proposal (RFP) will be accepted until the application due date and may be submitted by email to Chris Murphy, Human Services Program Supervisor, at [Chris.Murphy@adeca.alabama.gov](mailto:Chris.Murphy@adeca.alabama.gov) or by telephone at (334) 242-5885.

**Please keep a complete copy of your proposal (including a copy of all completed and signed attachments) for your records.**

This 'Request for Proposal' does not indicate acceptance or approval of any proposal in response to this request. No grant or contract payment can be made until an agreement has been fully executed. Therefore, no work shall begin on projects selected for funding until an executed grant agreement or professional services contract has been received. All awards are contingent upon state receipt of Federal funds awarded.

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## **PART I – FUNDING OPPORTUNITY DESCRIPTION**

### **A. BACKGROUND ON THE FAMILY VIOLENCE PREVENTION AND SERVICES ACT:**

The Family Violence Prevention and Services Act (FVPSA) provides the primary Federal funding stream dedicated to the support of emergency shelter and supportive services for victims of domestic violence and their dependents.

Enacted by Congress in 1984, FVPSA is intended to help states: raise public awareness about domestic violence, prevent its occurrence, and create, maintain, and expand services to victims of domestic violence and their dependents.

FVPSA grant funds were the first dollars appropriated at the Federal level to assist states in responding to and preventing incidents of family violence, and it continues to be the primary source of dedicated funding for domestic violence shelters and support services. These funds also help core domestic violence services across the country, including crisis response, safe housing, advocacy, counseling, legal assistance, safety planning, and comprehensive support.

### **B. ELIGIBLE ORGANIZATIONS:**

In order to be eligible for FVPSA funds, an organization must be a local public agency, or a non-profit private organization, that assists victims of family violence, domestic violence, and/or dating violence, and their dependents. Eligible entities can also be classified as faith-based organizations, community-based organizations, tribal organizations, and voluntary associations. The applying organization must have a documented history of effective work concerning family violence, domestic violence, and/or dating violence.

### **C. COSTS GENERALLY ALLOWABLE:**

Funds awarded shall be used to provide shelter, supportive services, or prevention services to adult and youth victims of family violence, domestic violence, and/or dating violence. The following is a listing of generally allowable costs associated with the Family Violence Prevention and Services Act in accordance with Title 42 of the United States Code, Section 10408:

- Immediate Shelter and Related Supportive Services
- Operating and Administrative Expenses
- Individual and Group Counseling
- Peer Support Groups
- Information and Referral Services
- Prevention Services and Campaigns
- Training and Technical Assistance Services
- Culturally and Linguistically Appropriate Services
- Services for Children Exposed to Family Violence, Domestic Violence, and/or Dating Violence
- Personal Advocacy
- Case Management Services
- Legal/Medical Advocacy
- Transportation Services

- Child Care
- Job Training and Employment Services
- Financial Planning
- Financial Literacy Services
- Economic Empowerment Services
- Parenting and Education Services

#### **D. COSTS GENERALLY UNALLOWABLE:**

The following services, activities, and costs, although not exclusive, **cannot** be supported with FVPSA funds at the subgrantee level:

- Direct Financial Payments to Victims or Their Dependents
- Construction
- Land Acquisition
- Compensation for Federal Employees
- Travel of Federal Employees
- Bonuses or Commissions
- Costs of Preparing Proposals for Potential Subgrants
- Military-Type Equipment
- Lobbying Activities
- Fund Raising
- Corporate Formation
- Imputed Interest
- Other Additional Costs Deemed Unallowable by ADECA

#### **E. WRITTEN AGREEMENTS OR MEMORANDA OF UNDERSTANDING:**

For purposes of this proposal, the written agreements or memoranda of understanding are documents containing the terms of the partnership including the roles and responsibilities between two or more parties. The written agreements or memoranda of understanding should be signed and dated by the Authorized Organization Representative (AOR) of each proposed partner agency during the development of the proposal.

The written agreement or memorandum of understanding must:

- Clearly identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project;
- Include all relevant agencies or organizations that are necessary and will collaborate to implement the goals, objectives or activities included within the proposed project;
- Specify the extent of each partner's participation in developing the proposal;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;

- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training);
- Adequately demonstrate the correlation between the issue(s) to be addressed and the expertise of proposed organizations and key staff/positions;
- Signatories should include their titles and agencies under their signatures.

## **F. RISK ASSESSMENTS:**

Federal regulations require grantees to conduct a risk assessment of each proposal before an award can be made. A risk assessment must be based on each applicant with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance. Applicants with any findings may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met. Applicants with substantial/persistent performance, or compliance issues; i.e. long-standing open audits or open criminal investigations, will possibly not receive an award until all issues are resolved. However, all assessments are unique and will be handled on a case-by-case basis.

## **G. REVIEW PROCESS:**

Proposals are carefully reviewed for completeness and to ensure that only projects with a significant chance of success are funded. All proposals will be checked by ADECA staff to make sure they are complete. Complete proposals will then continue to the risk assessment stage. After the risk assessment stage, proposals will be reviewed by at least two program staff. Once a proposal is reviewed, a recommendation for funding may be made.

## **H. APPLICATION SECTIONS:**

### **General Application Section:**

In this section, the narrative should provide an overall explanation of the services that your agency provides. Since the application may cover multiple Federal grant programs, the narrative must be clear enough to allow different program managers to understand what the agency does and the services it provides.

This section should include the following:

- An overview of the services that are provided and what your agency does throughout the community.
- A list of the counties and/or cities to which your agency provides services, as well as a detailed description of the level of services offered in each county or city.
- A summary indicating achievements from the last grant cycle for each of the Federal grant programs through which you were funded.
- A complete description detailing the collaboration that will take place between your agency and other area agencies and/or groups, which should be substantiated by written agreements.
- Details about how this collaboration will affect this project should be clear.
- A complete explanation of the available community resources and the involvement of local agencies that will help sustain your agency in future years.

**Family Violence Prevention and Services Act Program Appendix:**

The appendix for each Federal grant program should include the following:

- Identify the general goals that will be achieved upon completion of the proposed project. It should include the increased number of persons assisted through the project and show the project's expected outcome. The goals for the project should include quantitative and descriptive estimates of the services that will be provided.
- If application is to be "direct services" natured, the types of clients and the services to be offered to those clients should be clearly detailed.
- Detail the specific tasks and activities that grant funded staff will be conducting during this project.
- Describe the long-term benefits that will be achieved through the successful completion of the project.
- Explain how you plan on tracking and evaluating the project to ensure that the stated goals of the project are met. This explanation should clearly illustrate how the project's success will be measured.
- Explain how your agency is using volunteers specifically through this Federal grant program.

**Budget and Budget Narrative Sections:**

The budget form must be completed for each awarded amount. The separate budget narrative section should provide justification of amount and describe, in detail, the basis for determining the cost of the items included in each budget category. All costs must be reasonable and allowable.

The budget should cover only the period for which this project will be funded.

In accordance with 2 CFR 200.331(a)(1)(xiii) and (a)(4), and 2 CFR 200.414, subrecipients of Federal awards may charge indirect costs to the award unless statutorily prohibited by the federal program and in accordance with any applicable administrative caps on Federal funding. ADECA will not negotiate indirect cost rates with subrecipients, but will accept a Federally negotiated indirect cost rate or the 10% de minimis rate of the modified total direct cost (MTDC) as defined in 2 CFR 200.68. If requesting the 10% de minimis rate, subrecipients must submit a certification that the entity has never received a Federally approved indirect cost rate. Subrecipients are allowed to allocate and charge direct costs through cost allocation. However, in accordance with 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs, but not charged as both or inconsistently charged to the federal award. Once chosen, the method must be used consistently for all Federal awards until such time as a negotiated rate is approved by the subrecipients' Federal cognizant agency.

Applicants should consult with their CPA or other financial professional to determine the amount of MTDC if the agency chooses to apply the de minimis rate.

Applicants that have multiple grant awards and/or conduct both allowable and unallowable activities must reasonably prorate their costs to ensure that grant funds and match (both cash and in-kind) are equitably distributed among funding sources. This proration must be explained within the budget narrative.

Only the yellow cells of the Budget form should be altered. When completing this form, you will enter the requested amount and then enter the applicable ADECA/LETS share percentage.

## INSTRUCTIONS FOR BUDGET SECTION

### A. Personnel:

#### Salaries:

- Enter total salaries for the grant period.

#### Fringe Benefit Computation Subsection:

- Enter total fringes for the grant period.

### B. Professional Services:

- Enter total professional services for the grant period. Note: Travel for Professional Services should be listed within this subsection and not the “Travel” subsection.

### C. Travel:

- Enter total for all in-state and out-of-state travel for the grant period.

### D. Operating Expenses:

- Enter total for operating expenses for the grant period. This may also include indirect costs.

### E. Equipment:

Each major item of equipment to be purchased or leased should be separately listed with unit costs. Items with a unit price over \$5,000 should be listed in this category. When completing this subsection, please remember the following:

- You are held to the specific stated quantity of equipment to be purchased.

### Total Project Cost:

The “Total Project Cost” should be the sum of the “Category Totals”. This “Total Project Cost” should then be distributed to “Matching Contribution” and “LETS Support” in accordance with the funding ratio allowable for the specific project. If using in-kind match, amounts should be broken down in the budget narrative.

## INSTRUCTIONS FOR ATTACHMENT 1 (PERSONNEL)

Options have been provided at the top of the above referenced for you to enter your Program Name. Since your grant number is not available at this time, you may leave this field blank.

### Salaries:

List the name of the employee (or input TBA if unknown), position/title, salary, rate of pay (Bi-Weekly, Semi-Monthly or Hourly), and estimated percent of time devoted to the project. Additional detailed information may be added in the Budget Narrative Section. When completing this subsection, please remember the following:

- For known personnel use the actual rate of pay. Therefore, use their actual salary rate if they are a salaried employee, and use their actual hourly rate if they are an hourly employee. Do not use an arbitrary amount just for budgeting purposes.
- Each position title being listed should match the title listed on the corresponding job description that is included in the grant application. (Ex: If an employee’s title is “Therapist” on the included job description, do not interchange therapist with the word “Counselor” on the Budget sections.



- When entering the number of pay periods for an hourly employee enter their number of hours worked, not how often they get paid.

### **Fringe Benefit Computation Subsection:**

Indicate each type of fringe benefit included and keep in mind that the computation should be explained in the Budget Narrative Section. This section is based on the employer's share of expenses. When completing this subsection, please remember the following:

- Maximum amount allowed for FICA = 7.65% of salaries.
- SUI based on the first \$8,000 of an employee's pay per calendar year. Most employees will be eligible to claim SUI in January. New employees may claim SUI upon date of hire.
- Allowed insurances include only health, disability and life.
- Workers' Compensation is a rate unique for your agency.

## **INSTRUCTIONS FOR BUDGET NARRATIVE SECTION**

The Budget Narrative section should provide complete details for each line item listed on the budget form. Show cost calculations by demonstrating how you arrived at the amount requested in the Budget section. Make sure budget narrative is signed by one of the certified officials. The following should also be considered when completing the subsections:

- **Personnel:**
  - All personnel on the grant should have a realistic and accurate percent of time dedicated to the grant project.
  - The Position Title should be consistent on all reporting documents. (i.e. Budget, Budget Narrative, and Job Description)
  - Include a detailed summary of the specific activities related to this grant
  - Identify the goal(s) that each position and activities is tied to.
- **Fringe Benefits:**
  - Any fringe benefits that incur a flat monthly rate (i.e. health insurance, life insurance, etc.) should be prorated based on the estimated percentage of time worked on the project.
  - This section should list each benefit and its calculations to match the amounts listed in the Budget section.
- **Professional Services:**
  - This section should include the type of service being provided, hourly rate, amount of time spent on the project, other expenses including travel and the total cost expended.
  - Identify the goal(s) that each service is tied to.
- **Travel:**
  - Out-of-state travel is limited to the continental U.S. (48 states) and is reimbursable at the federal rate set by GSA. Rates vary by city and month.
  - Expenses should be detailed in this section by explaining the specific travel purposes. Specify and detail the proposed out of state/in state travel. Your mileage reimbursement rate should be noted within this section.
  - Identify the goal(s) that travel is tied to.
- **Operating:**
  - Rent, utilities, supplies, printing, postage, etc. must be prorated if used to accomplish other functions of the agency.
  - This section should be detailed when describing how rent and utilities are calculated. (Ex: State the method used in calculating the percentage of rent and utilities).

- Items such as computers, laptops, and vehicles should be related to a specific position. These items cannot be purchased in excess of staff and must be justified with a clear explanation in the budget narrative.
- Equipment that is under \$5,000.00 per unit cost should be put within this section.
- **Equipment:**
  - Equipment must have a description, quantity and unit cost.
  - This section must be descriptive enough to understand the equipment need and use.
  - The purpose and the intended recipient of any equipment should be noted in the narrative.
  - Items such as computers, laptops, and vehicles should be related to a specific position. These items cannot be purchased in excess of staff and must be justified with a clear explanation in the budget narrative.
  - Equipment that is \$5,000.00 per unit cost or more should be put within this section.
- **Program Match:**
  - The source of cash and in-kind match must be detailed in the budget narrative.
  - Program Match is required for grant opportunities, unless otherwise noted in program specific guidelines. ADECA will award a percentage of the Total Project Cost. The appropriate matching contributions, of cash, in-kind, or combination, are required and must be derived from non-Federal sources, except as provided in the applicable guidelines. Match may include, but are not limited to, the following: cash, volunteered professional or personal services, materials and/or equipment, and space/facilities. Each sub-recipient shall maintain records that clearly show the source of match, the amount of the match, and the period of time for which such contributions were allocated. The basis for determining the value of match shall be documented and volunteer services shall be substantiated by the same methods used by the sub-recipient for its paid employees.
  - **Match Requirement.** The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds. All funds designated as match are restricted to the same uses as the grant funds and must be expended within the grant period. Match must be provided on a project-by-project basis.
  - **Match Calculation.** The following formula shall be used to determine the grant match requirement where the Federal share is 80% and the match requirement is 20%.
    - Federal Share Requested divided by 80% = Total Project Cost
    - Total Project Cost Minus Federal Share = Match Requirement OR Total Project Cost Times Match % = Match Requirement
    - Example: \$30,000 Federal share
    - \$30,000 Federal Share Requested ( $\div$ ) .80 or 80% Federal Percentage = \$37,500 Total Project Cost, then
    - \$37,500 Total Project Cost (-) \$30,000 Federal Share Requested = \$7,500 Match Requirement
    - Match contributions can be either cash, in-kind, or a combination.
  - **Cash Contributions** represent an applicant's cash outlay, including non-federal money contributed by public agencies, private organizations and individuals. These items must be encumbered within the grant period.
  - **In-Kind Contributions** represent the value of non-cash contributions provided by the applicant. In-kind contributions may be in the form of charges for real property and non-expendable personal property and the value of goods and services specifically identifiable to the project. (See Proration of Costs.)
    - In-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time

contributed by professionals; technical personnel, and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded project. Donated time from board members or paid staff cannot be used as in-kind match.

- The value placed on donated services must be consistent with the rate of compensation paid for similar work in the sub-recipient's organization. If the required skills are not found in the sub-recipient's organization, the rate of compensation must be consistent with the labor market and a citation must be provided. In either case, fringe benefits may be included in the valuation.
  - The value placed on loaned or donated equipment may not exceed its fair market value.
  - The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately-owned buildings in the same locality. Donated space must be documented by a letter from the landlord which clearly compares the fair rental value to what is being charged.
- **Record Keeping.** Sub-recipients must maintain records that clearly show the source, amount, and the allocation date. The value for personal services, materials, equipment, and space must be documented by the donor. Volunteers must use the same backup documentation the organization uses for its employees. Backup documentation must be submitted with claims as in-kind match is being charged. In-kind match does not have to be recorded on a regular basis but must be recorded before the end of the grant period.

## **PART II – AWARD INFORMATION**

### **A. ESTIMATED FUNDING:**

There is no cap with regard to how much an applicant can request; however, agencies should keep in mind that the funding request should be based on need, ability to meet the match requirement, and the ability to sustain requested funding level into future years.

### **B. PERIOD OF PERFORMANCE:**

The project period will start October 1, 2017 and will end September 30, 2018.

### **C. METHOD OF PAYMENT:**

In 2 CFR Part 200.305, the subrecipient will be paid on an advance payment basis provided that it maintains a cash management plan, maintains, or demonstrates the willingness and ability to maintain procedures that minimize the time elapsing between the transfer of funds and their disbursement by the subrecipient. If the advance requested exceeds thirty (30) days, the subrecipient must provide a written explanation with the invoice requesting advance funds and is subject to approval by ADECA. Source documentation and a follow-up invoice must be submitted to account for the actual expenditures made against advances within 45 days. The subrecipient may request, in writing, to be paid on a reimbursable basis over the duration of the agreement. Source documentation for incurred expenditures must accompany all invoices. Subrecipients who are determined to be high risk or fail to comply with general or specific terms of the Federal award may be put on a reimbursement basis.

### **D. COST MATCHING:**

All funds designated as match are restricted to the uses outlined in the application and must be expended within the grant period. Only services and activities that are FVPSA allowable qualify as match. FVPSA recipients must maintain records which clearly show the source, the amount, and the period during which the match was expended. Match used for FVPSA cannot be included as a matching contribution for any other Federal funds. As a condition to receive FVPSA funding, all recipients must provide at least 20% cash or in-kind match from non-Federal sources. Cash contributions represent an applicant's cash amount, including non-Federal money contributed by public agencies, private organizations, and individuals. In-kind contributions are the value of something received or provided that does not have a cost associated with it. In-kind match may include donations of expendable equipment, office supplies, workshop or training materials, work space, or the monetary value of time contributed by professionals, technical personnel, and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded project. A combination of cash and in-kind match may be used; however, once the budget is approved, the combination of match cannot be changed during the course of the grant period.

### **E. PROGRAM AND FINANCIAL REPORTING REQUIREMENTS:**

FVPSA recipients are required to maintain appropriate programmatic and financial records that fully disclose the amount and disposition of FVPSA funds received (i.e., daily time and attendance records, the total cost of the project, and receipts for expenditures), the portion of the project supplied by other sources, and other records. Progress reports and financial reports are to be submitted on a calendar quarter basis, regardless of the start date of the subgrant project. These reports must show actual subgrant receipts and expenditures, as well as provide an update on the project's objectives. Failure to

submit these reports in a timely manner will significantly delay any reimbursements submitted within the grant period. See table below for the progress reports and financial reports due dates:

<b>Report Period</b>	<b>Due on or before the following dates</b>
October 1 <sup>st</sup> through December 31 <sup>st</sup>	January 15 <sup>th</sup>
January 1 <sup>st</sup> through March 31 <sup>st</sup>	April 15 <sup>th</sup>
April 1 <sup>st</sup> through June 30 <sup>th</sup>	July 15 <sup>th</sup>
July 1 <sup>st</sup> through September 30 <sup>th</sup>	October 15 <sup>th</sup>

#### **F. FINANCIAL ACCOUNTING PRACTICES:**

The following is a list of questions that applicants will need to consider when applying for Federal funding:

- Will all funds awarded under this program be maintained in a manner that they will be accounted for, separately and distinctly, from other sources of revenue/funding?
- Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Please provide a brief list of the topics covered in the organization's policies and procedures. ADECA may request a copy for review during the application/award process or as part of the grant monitoring process.
- Is the applicants' financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant?
- Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities?
- Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes?
- Does the applicant have a documented records retention policy?
- Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the new Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) issued on December 26, 2013?
- Are the officials and governing body of the organization bonded?

### • **PART III – PROPOSAL CONTENTS**

**Each proposal submitted must contain one (1) original and one (1) copy of the entire proposal package.**

**Each proposal must contain:**

- 1. Grant Application Cover Page;**
- 2. General Application Section;**
- 3. FVPSA Program Appendix; and**
- 4. Detailed Budget and Budget Narrative Sections**

**Additional Required Forms:**

- Signature Certification Form
- State of Alabama Disclosure Statement
- A Resolution of Applicant for Matching Funds (Cash and/or In-Kind Match)
- Standard Subgrant Conditions and Assurances
- Certification Regarding Debarment, Suspension, Ineligibility, and Involuntary Exclusion – Lower Tier Covered Transactions (Sub-Recipient)
- Certification Regarding Lobbying (Required Only if Applying for \$100,000 or More)
- Certification Regarding Drug-Free Workplace Requirements
- Equal Employment Opportunity Certification
- Financial Questionnaire
- At Least Three (3) Written Agreement(s) or Memoranda of Understanding
- Complete E-Verify Documentation
- Job Descriptions and Resumes for All Personnel Listed in the Budget Section
- List of the Board of Directors or Governing Entity with Current Contact Information
- Applicant's Current By-Laws
- Applicant's Organizational Chart
- Applicant's Current Personnel Policies and Procedures
- Applicant's Current Financial Policies and Procedures

## PART IV – ADDITIONAL INFORMATION ON REQUIRED FORMS

1. Signature Certification Form – The Signature Certification Form allows the Authorizing Official of an agency to extend authority to two others associated with the agency to sign reports, requests for funds, and other legal instruments associated with any LETS Division grants. There may only be three certified/authorized signatories at any given time.
2. State of Alabama Disclosure Statement – Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000. The form must be signed by the Authorizing Official, dated, and notarized prior to the submission of the proposal. **Make sure all lines are completed as indicated on the form. If an item does not apply, denote N/A (Not Applicable).**
3. A Resolution for Matching Funds – The purpose of the resolution is to verify the applicant's cash or in-kind matching funds. The resolution must be signed by the pertinent individuals and be completed before submission of the proposal.
4. Standard Subgrant Conditions and Assurances – The Standard Subgrant Conditions and Assurances include, but are not limited to, requirements under Federal and State laws. They also include requirements for accounting, data collection, and reporting. This must be signed by the Authorizing Official and be completed before submission of the proposal.
5. Certification Regarding Debarment, Suspension, Ineligibility, and Involuntary Exclusion – Lower Tier Covered Transactions (Sub-Recipient) – This form is used to ensure that an agency is not suspended or otherwise excluded from receiving Federal funding. This must be signed by the Authorizing Official and be completed before submission of the proposal.
6. Certification Regarding Lobbying – This certification of compliance is for restrictions on lobbying. This must be signed by the Authorizing Official and be completed before submission of the proposal. **This certification is only required if the applicant is applying for \$100,000 or more in grant funds.**
7. Certification Regarding Drug-Free Workplace Requirements – The certification indicates that the applicant will provide a drug-free workplace. This certification must be signed by the Authorizing Official and be completed before submission of the proposal.
8. Equal Employment Opportunity Certification – This certification ensures that the applicant is in compliance with Federal laws, which prohibit discrimination on the basis of race, color, national origin, religion, sex, age or disability. The certification must be signed by the Authorizing Official and be completed before submission of the proposal.
9. Financial Questionnaire – This questionnaire is a tool designed to assist both the subgrantee and the LETS staff in assessing the applicant's management capabilities. Applying organizations are expected to have certain systems, policies, and procedures in place for managing their own funds, equipment, and personnel. The questionnaire must be signed by the Financial Officer and be completed before submission of the proposal.
10. At Least Three (3) Written Agreement(s) or Memoranda of Understanding – These are formal written agreement that should outline the partnerships you have with any outside organizations for collaboration or coordination of services. For example, an agreement might outline an arrangement with another non-profit to partner in offering counseling to victims of domestic violence.
11. The Complete E-Verify Documentation – E-Verify is an internet-based system that compares information from an employee's Form I-9 and Employment Eligibility Verification to data from U.S. Department of Homeland Security and Social Security Administration records. This confirms employment eligibility and an applicant can enroll in E-Verify by visiting <http://www.uscis.gov/e-verify>.

12. *Job Descriptions and Resumes* – Job descriptions and resumes for each of the individuals listed in the Personnel subsection of the Budget.
13. *List of the Board of Directors with Contact Information* – This is a list of the applicant's current governing body and must contain each of the member's contact information.
14. *Applicant's Current By-Laws* – The applicant's current by-laws explain how the agency's governing body operates. This should be sent to ADECA via the LETS' e-mail at [LETS@adeca.alabama.gov](mailto:LETS@adeca.alabama.gov).
15. *Applicant's Organizational Chart* – This is a chart which describes how the applying agency is currently organized.
16. *Applicant's Current Personnel Policies and Procedures* – The applicant's current personnel policies and procedures should explain the agency's policies and procedures that govern the agency's staff and business conduct. This should be sent to ADECA via the LETS' e-mail at [LETS@adeca.alabama.gov](mailto:LETS@adeca.alabama.gov).
17. *Applicant's Current Financial Policies and Procedures* – The applicant's current financial policies and procedures explain how the agency manages its finances. This should be sent to ADECA via the LETS' e-mail at [LETS@adeca.alabama.gov](mailto:LETS@adeca.alabama.gov).

Before preparing the proposal, take a few moments to review the information being provided. This will help you in providing the required and correct information. Prior to submitting your proposal, make sure all of the information is included by using the provided checklist on the next two page. Having someone else proof read your proposal can be a great benefit to catch errors that you have overlooked. We want your proposal to be successful, so please contact our office with any questions or concerns that you may have.



# Application Check List

**Name of Organization:**

	Yes	No	N/A
Is the cover page complete?			
Does the application include the General Application Narrative?			
Does the application include the Specific Grant Program Appendix(es)?			
Does the application include both a Budget Section and a Budget Narrative Section for each grant program?			
In the Budget Narrative Section, are personnel, professional services, and travel tied to specific goals?			
Is the Signature of Certifying Official included in the Budget Narrative Section?			
Were the Agency's Current By-Laws, Financial Policies and Procedures, & Personnel Policies and Procedures e-mailed to LETS@adeca.alabama.gov?			
<b>Does the Application Include the Following:</b>			
Signature Certification form			
The State of Alabama Disclosure Statement			
A Resolution of Applicant for Matching Funds with either the "Authorizing Official" or "Project Director" Listed as the Official?			
Standard Subgrant Conditions and Assurances?			
A Certification Regarding Debarment, Suspension, Ineligibility, and Involuntary Exclusion - Lower Tier Covered Transactions (Sub-Recipient)?			
A Certification Regarding Lobbying ( <i>Requirement if applying for \$100,000 or More</i> )			
A Certification Regarding Drug-Free Workplace Requirements?			
An Equal Employment Opportunity Program Certification?			
The Financial Questionnaire?			

At Least Three (3) Memoranda of Understanding (MOU) or Written Agreements or one (1) MOU with signatures from multiple agencies?			
The Complete E-Verify Documentation?			
Job Descriptions and Resumes of all Personnel listed in the Budget?			
A List of the Board of Directors or Governing Entity with current contact information?			
An Organizational Chart?			
VAWA Only: "Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act" form			
VAWA Only: Interagency Consultation Agreement Form			